

PeopleSoft Payroll FAQ



(Frequently Asked Questions)

This FAQ is designed to answer common questions regarding PeopleSoft payroll processing during a workweek including a furlough day. This is **not** an exhaustive list of all possible questions. You should always ask for clarification on an issue or question when you do not know the answer.

Furlough-Eligible

1. **When a furlough-eligible employee works on a furlough day, who does the employees' department notify?**

The Department Director notifies HRD Labor Relations by completing the *Approval to Work on Designated Furlough Day* or *Work Extra Time* form. Check with the employee's immediate manager or supervisor for details.

2. **What happens when a furlough-eligible employee works on a furlough day?**

Refer to pages 33-34 of the *2009 Emergency Budget Furlough Guidance Document* for instructions and required paperwork.

NEW!

3. **When an employee works extra hours (or works hours outside the normal schedule) during a workweek containing a furlough day, can the employee post those hours as compensatory time?**

No, an employee may not post hours worked outside of the normal work schedule or extra hours worked as compensatory time. Earnings outside the employee's normal schedule must be approved by the employee's supervisor who must have a valid reason to approve the extra hours. In addition, an *Approval to Work* form must be filed with Labor Relations.

4. **Are employees currently out on job injury furlough-eligible?**

Refer to page 22 of the *2009 Emergency Budget Furlough Guidance Document* for information on furlough-eligibility.

5. **Will a list of furlough-eligible/ineligible employees be provided to departments?**

Yes. Contact the department's Human Resource SDM for this information. An updated list will be provided to each department's Human Resource SDM before each furlough day.

NEW!

6. **Can an FLSA non-exempt (hourly), furlough-eligible employee use sick leave, vacation leave or compensatory time in partial increments during the week of a furlough to augment the 8-hour furlough day?**

A non-exempt employee may use vacation leave or compensatory time in partial increments to supplement an 8-hour furlough day **only** if the employee works an alternate work schedule. Sick time **may not** be used to augment a furlough day.

FLSA-Exempt

7. Should FLSA-exempt employees be changed to hourly in the PeopleSoft payroll system for the workweek containing a furlough?

FLSA-exempt employees are treated as non-exempt for each workweek including a furlough day. However, for system processing purposes, **do not change** the FLSA code in the payroll system.

Updated

8. Can an FLSA-exempt employee use executive or vacation leave in partial increments during a furlough week to augment the 8-hour furlough day?

FLSA-exempt employees become hourly employees during a furlough week. Therefore, they may use vacation or executive leave in partial increments to supplement an 8-hour furlough day, but **only** if the employee works an alternate work schedule.

For example, if an employee works a 10-hour schedule, the employee may use 2-hours vacation leave plus the 8-hour furlough day = 10-hour workday.

Short-Term Temp

9. How are furlough hours reported for short-term temporary employees?

- A. Scheduled to work on a furlough day:** STT employees that are normally scheduled to work on a designated furlough day but do not work because of the furlough, are coded as **FUA**.
- STT employees normally scheduled to work on a furlough day may not be re-scheduled to work a different day. The STT must take the designated furlough day and be coded as **FUA**.
 - If a STT employee is re-scheduled to have a furlough day as a regular day off, the employee must schedule an alternative furlough day, preferably during the same workweek.
- B. Not scheduled to work on a furlough day:** STT employees not scheduled to work a designated furlough day must schedule an alternative furlough day, preferably in the same workweek.
- No code is entered for the designated furlough day since no work was performed and an alternative day will be taken. The alternative furlough day must be coded as **FUA**.
- C. Emergency call-in on a furlough day:** STT employees called in to work due to an emergency on a furlough day are coded as normal for the hours worked. An alternative furlough day must be scheduled. Use code **FUA** for the alternative furlough day.

NEW!

10. If a STT is terminated during a week including a furlough day, are any furlough hours be entered for that employee?

No. Once an employee is terminated, there is no reason to enter any time for that person.

Short-Term Temp

NEW!

- 11. Why would furlough hours be recorded for an STT who was not scheduled to work on a furlough day?**

Furlough hours would only be recorded if the STT was required to take a furlough day on the actual day the STT was scheduled to work. This day could be different than the actual furlough day. An alternate furlough day may be required if the department needs the budget savings as determined by the department budget analyst. The day recorded as furlough is the scheduled day the STT did not work.

NEW!

- 12. If a STT works a varied schedule, how are furlough hours calculated?**

The hours recorded are the number of hours the STT was *scheduled* to work, but did not work because of the furlough. For example: If an STT worked four hours on Monday, two hours on Tuesday, had Wednesday off, worked six hours on Thursday and was *scheduled* to work four hours on Friday but didn't work because Friday was a furlough day, then four hours would be recorded for the furlough day because that is the number of hours the STT was *scheduled* to work but did not work because of the furlough.

\$16.92 Per Hour or Less

- 13. Can an employee making \$16.92 per hour or less use available vacation or donated vacation leave to supplement a furlough day?**

Refer to page 16 of the *2009 Emergency Budget Furlough Guidance Document*.

- 14. What happens if the employee's rate increases to more than \$16.92 per hour?**

Employees earning more than \$16.92 per hour may not use leave on a furlough day.

NEW!

- 15. Is vacation leave donated to an employee earning \$16.92 per hour or less a straight hour-for-hour donation regardless of earnings differences?**

Yes. When the donated leave goes to an employee earning \$16.92 per hour or less, the leave donations are straight hour-for-hour donations regardless of earnings differences.

NEW!

- 16. If an employee earning \$16.92 per hour or less receives donated leave to use for a furlough day but does not use the donated leave, what happens to the unused donated leave?**

Unused donated leave does not revert back to the original donor. The donated hours are added to the recipients' vacation leave accruals. Donated vacation leave hours shall be excluded from vacation leave payout provisions. The number of hours donated shall not exceed the donor's accrued vacation credit as of the date of the donation. No donation of vacation shall be permitted where it would cause the employee receiving the transfer to exceed his or her maximum vacation accrual.

\$16.92 Per Hour or Less

17. Is there a vacation donation form employees can use to donate vacation time to an employee earning \$16.92 per hour or less?

Yes, use the *Leave Donation Form* available on the benefits Web site: www.kingcounty.gov/employees/benefits/LeaveAdministration/Forms.

Make sure to check the box indicating the leave donation is for an employee earning \$16.92 per hour or less.

Refer to pages 16-17 of the *Emergency Budget Furlough Guidance Document* for more information on donating leave.

Intent to Retire

18. What is the procedure for the delayed filing of an employee's *Intent to Retire* form?

The *Intent to Retire* form must be completed and submitted to HRD, Payroll Operations, BPROS and the department's payroll unit. BPROS will determine the employee's retirement eligibility and notify the employee's department.

19. What happens when an *Intent to Retire* request is processed and approved after an employee has already experienced a loss of earnings for observed furlough hours?

If the employee is furlough-eligible and has a repayment of furlough wages loss owed, the department will need to coordinate with Payroll Operations on the repayment of those earnings via a vacation leave balance reimbursement.

Special Note: The employee would have already received leave accruals for the furlough day so reimbursement of those hours and pay will require adjustments in the payroll system so they do not accrue twice.

20. What is the final deadline to file an *Intent to Retire* form regarding the 2009 furlough?

The final deadline to file an *Intent to Retire* form is December 31, 2010.

21. Are vacation hours used to cover furlough days for employees who indicate their intent to retire recoverable if the employee does not retire as indicated?

Updated

No. If an employee submits an *Intent to Retire* form and then does not retire by the date indicated, vacation time is deducted from the employees accrual in an amount equal to the number of vacation days used to cover furlough days. The process at the end of the year is to remove any excess vacation first, then to recover the vacation hours used to supplement the furlough.

FMLA & Jury Duty

22. How is a furlough day recorded when an employee is on FMLA?

Enter the appropriate benefits leave hours type, holidays and furlough hours on the appropriate date using the correct DOE hours type codes. Employees are not paid for any day that they would not normally be paid.

Emergency furlough days are considered unpaid days for purposes of FMLA and are not be counted against the employee's FMLA entitlements.

23. What happens if an employee is on jury duty during a furlough day?

If an employee is called to jury duty on a furlough day, the employee will not be paid by King County for that day.

Normally, King County employees receive pay for jury duty but since the furlough day is considered an unpaid day, the employee is encouraged to accept the jury duty pay provided by the court during any designated furlough day.

PeopleSoft Coding

24. How do you code employees who have declared their intent to retire?

Furlough-eligible employees who declare their intent to retire and who are choosing to use vacation hours for the furlough day must be coded with **TRC 200, Vacation**. If they are not opting to use vacation hours, they should be coded for the furlough hours using **TRC code 462, Furlough Unpaid with Accruals**.

This rule also applies to employees who earn \$16.92 per hour or less.

Waste Water employees represented by Local 925 must use **TRC 201, Vacation Benefit Time**.

25. Will new queries be created for end-users to run to ensure all employees were captured?

No, there are no plans to create queries in PeopleSoft for end-users to run.

26. How will an employee's furlough days be tracked when an employee transfers from one pay system to another?

Furlough days are tracked in PeopleSoft regardless of the employee's assigned payroll system.

NEW!

27. Can an FLSA-exempt employee use TRC code 001, Regular Exempt Partial Day, to supplement a furlough day instead of using executive or vacation leave?

No. FLSA-exempt employees are changed to hourly employees during a workweek containing a furlough day. These employees may revert back to 5/8 hour days or remain in their alternative work schedule and use executive or vacation leave to make up any lost hours. These employees are not treated as FLSA-exempt for the furlough week and **may not** use TRC code 001 to supplement a furlough day.

Miscellaneous Questions

28. How will the warrant/advice distribution dates be impacted by the 2009 furlough days?

The *Furlough Payroll Processing Guide v2* includes monthly calendars and details thru December 2009 regarding all distribution dates.

29. How will a furlough day appear on a warrant/advice?

The hours will appear as a line item in the "Hours and Earnings" section under **FurlDayUpd** for Furlough Day Unpaid.

31. What happens if union contracts have not been ratified and remain at 2008 or earlier rates?

Furlough days are unpaid; therefore, they are not included in any retro calculation. The employee would have already received accruals on furlough days and will not receive further adjustments unless there is a change in the accrual rate due to new contract language.

32. Who is responsible for managing alternate furlough days?

Each department is responsible for managing alternate furlough days. The department must submit the appropriate request to HRD for approval.

END OF PEOPLESOFT FAQ

If you have additional questions, please contact your payroll liaison.